TRAINING COORDINATOR

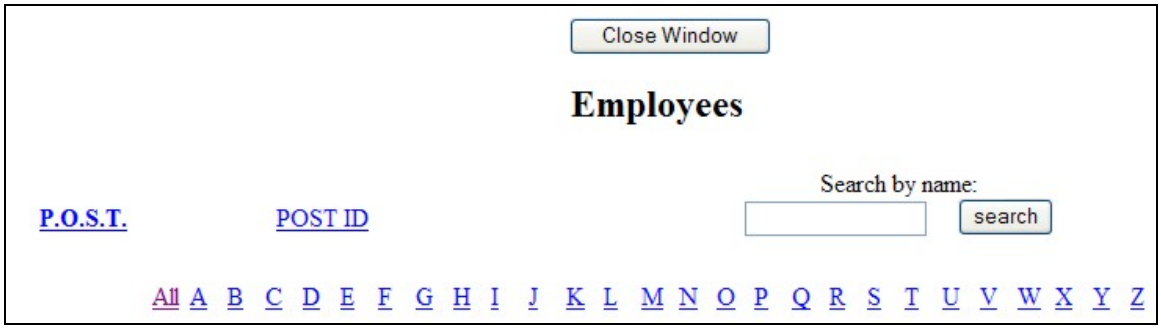
NOTE: The System Administrator assigns the Training Coordinator role on the ETMS for all Training Groups.

OVERVIEW: As a Training Coordinator, you will have all the functions of an Employee (see Employee Help Files).

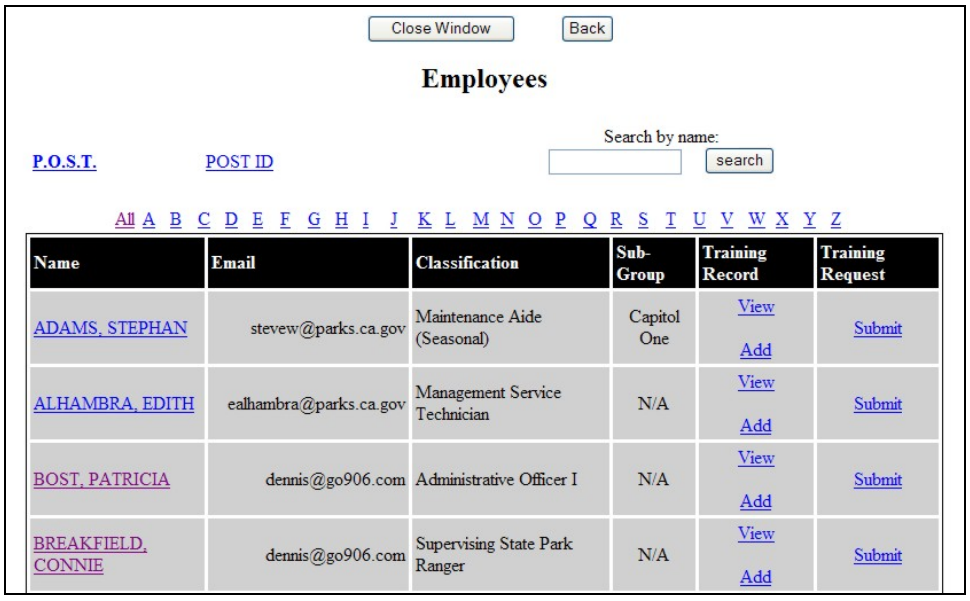
The Training Coordinator Role will allow you to manage several of the Training Requirements for Employees within the Training Group. There are two additional tasks on the Training Coordinator's Home Page, the Training Coordinator drop down menu and the Training Request Management bar.

I. TRAINING COORDINATOR DROP DOWN: By placing the mouse on the [Tr Coord] link, six management tasks will appear on a drop down menu: Employee, Proxy, Record Correction, Reports, Roster-Group and Schedule Request. The drop down menu will look similar to this:

A. **Employee**: By clicking the Employee link, a page will appear that will look similar to this:



1. **Employee Listing**: The Training Coordinator can search for an Employee based on a keyword or A-Z listing. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:



Close Window Back

Employees

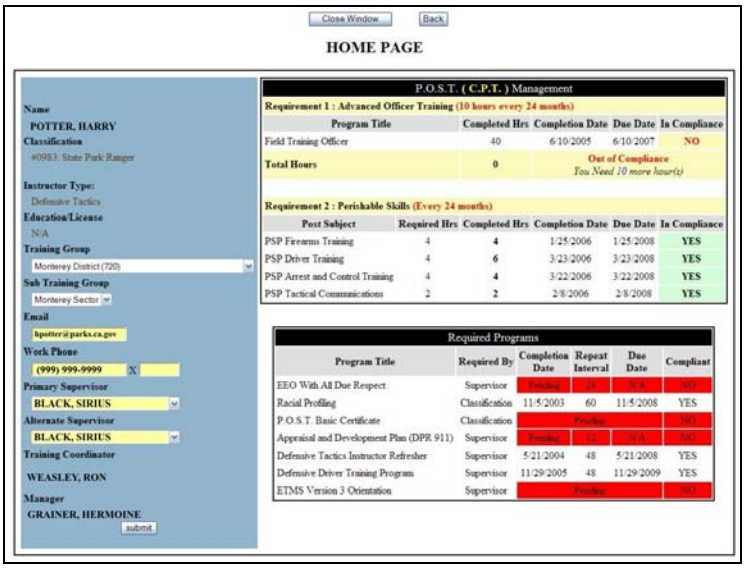
P.O.S.T. POST ID Search by name: search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email	Classification	Sub-Group	Training Record	Training Request
ADAMS, STEPHAN	stevew@parks.ca.gov	Maintenance Aide (Seasonal)	Capitol One	View Add	Submit
ALHAMBRA, EDITH	ealhambra@parks.ca.gov	Management Service Technician	N/A	View Add	Submit
BOST, PATRICIA	dennis@go906.com	Administrative Officer I	N/A	View Add	Submit
BREAKFIELD, CONNIE	dennis@go906.com	Supervising State Park Ranger	N/A	View Add	Submit

NOTE: Review your Employee listing to insure that all Employees are listed. Any missing Employee needs to update their profile

a. **Home Page**: To view the details of an Employee's Home Page, click the Employee's name. The Training Coordinator will be presented with a screen that will allow them to edit the Employee's profile and view required training program compliance. The screen will look similar to this:



Close Window Back

HOME PAGE

Name: POTTER, HARRY
Classification: #0983: State Park Ranger
Instructor Type: Defensive Tactics
Education/License: N/A
Training Group: Monterey District (720)
Sub Training Group: Monterey Sector
Email: hpotter@parks.ca.gov
Work Phone: (999) 999-9999 X
Primary Supervisor: BLACK, SIRIUS
Alternate Supervisor: BLACK, SIRIUS
Training Coordinator: WEASLEY, RON
Manager: GRAINER, HERMOINE
submit

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
Field Training Officer	40	6/10/2005	6/10/2007	NO
Total Hours	0	Out of Compliance *You Need 10 more hour(s)*		

Requirement 2 : Perishable Skills (Every 24 months)

Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	1/25/2006	1/25/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	2/8/2006	2/8/2008	YES

Required Programs

Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
EEO With All Due Respect	Supervisor	Pending	24	N/A	NO
Racial Profiling	Classification	11/5/2003	60	11/5/2008	YES
P.O.S.T. Basic Certificate	Classification	Pending			NO
Appraisal and Development Plan (DPR 911)	Supervisor	Pending	12	N/A	NO
Defensive Tactics Instructor Refresher	Supervisor	5/21/2004	48	5/21/2008	YES
Defensive Driver Training Program	Supervisor	11/29/2005	48	11/29/2009	YES
ETMS Version 3 Orientation	Supervisor	Pending			NO

(1) **Edit Employee's Profile**: To edit the information in an Employee's Profile do the following:
   (a) **Training Group**: To change the Employee's Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.
   (b) **Sub-Group**: To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.
   (c) **Supervisor(s)**: Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.
   (d) **Email**: Enter the Employee's current email address.
   (e) **Work Phone**: Enter the Employee's current work phone number.
   (f) **Submit**
   (g) **Back**: Click the back button to return to Employee listing.

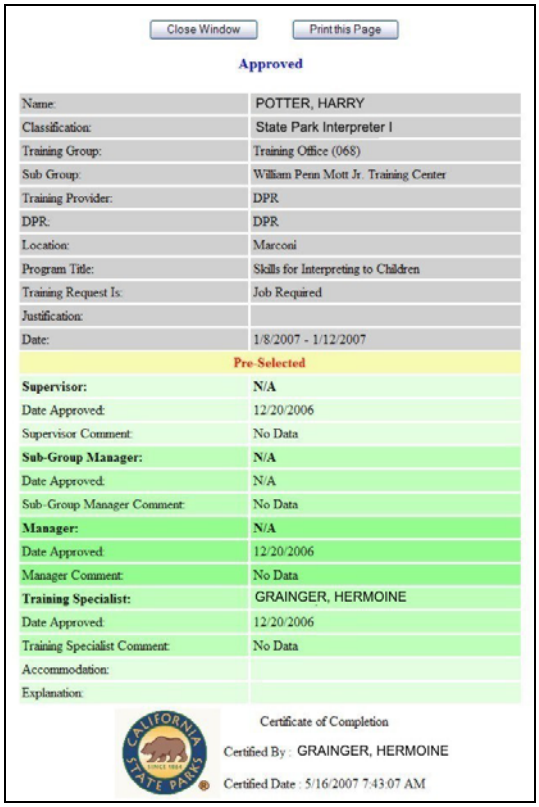
(2) **Required Training Programs**: From the Employee listing, click the name link to view required training programs and compliance in the following areas:
   (a) **P.O.S.T. Management**, if applicable.
   (b) **Required Programs**, if applicable.
   (c) **Continual Professional Training (CPT) Management**, if applicable.
      [1] Click the YES/NO link to view compliance details.

b. **Training Record**

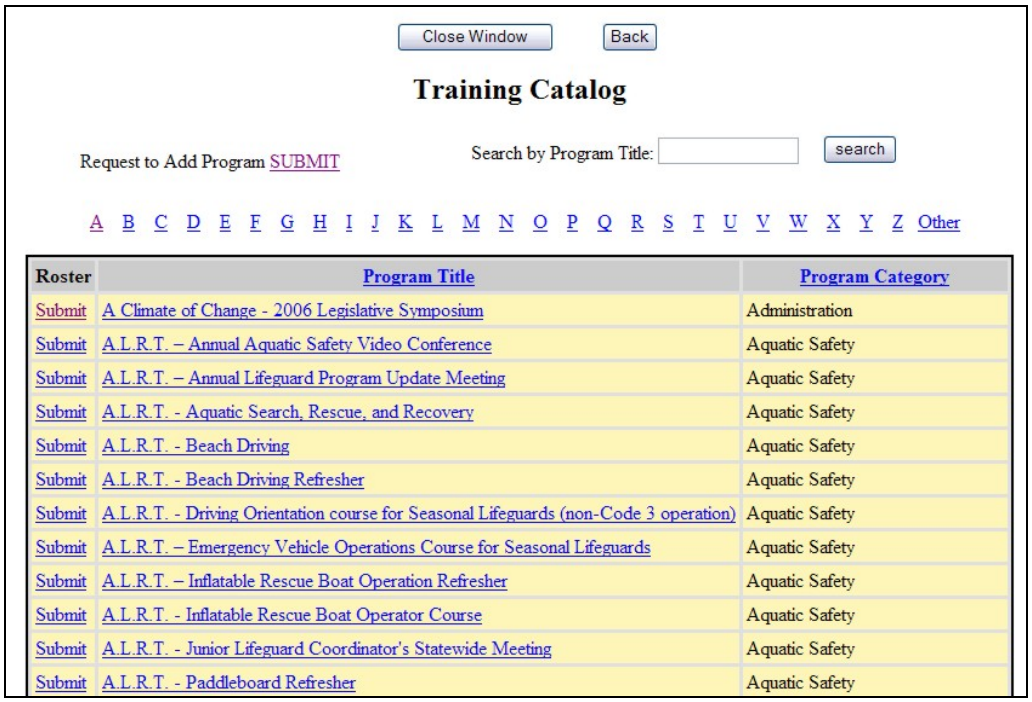
(1) **View**: To view the Employee's Training Record, click the View link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

(a) **Program Title**: If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

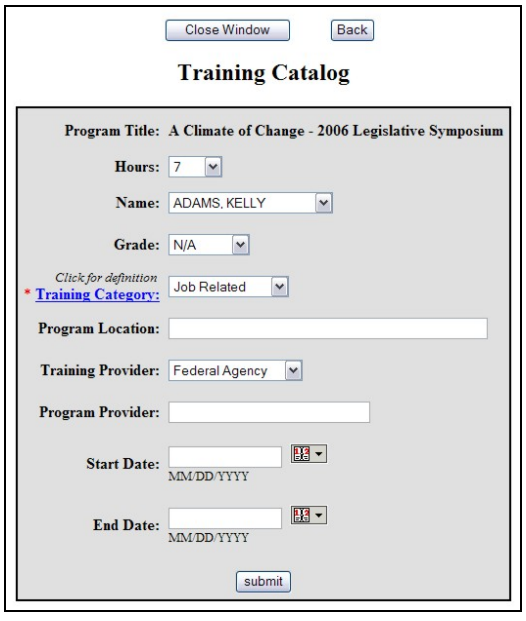


(2) **Add**: To add a program to an Employee's Training Record, click the Add link in the Training Record column. A list of all programs in the Training Catalog will be presented in an A-Z listing or search by program title. The screen will look similar to this:

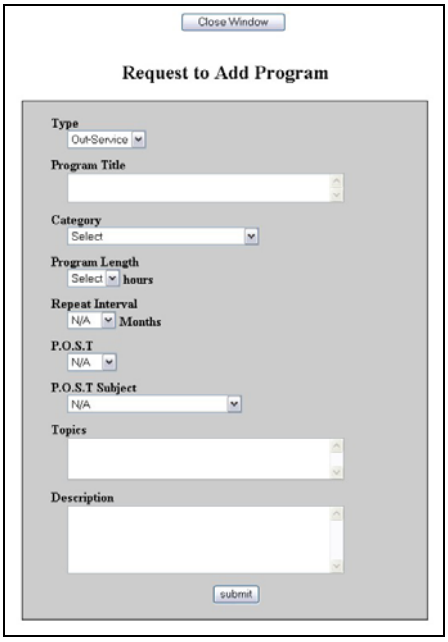


Roster	Program Title	Program Category
Submit	A Climate of Change - 2006 Legislative Symposium	Administration
Submit	A.L.R.T. – Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	A.L.R.T. – Annual Lifeguard Program Update Meeting	Aquatic Safety
Submit	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	A.L.R.T. – Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	A.L.R.T. - Paddleboard Refresher	Aquatic Safety

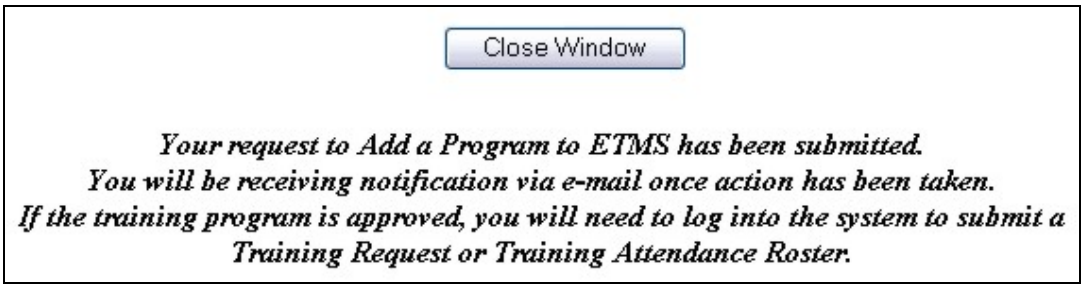
(a) Click the Submit link in the Roster column and complete the required information and **submit**. The page will look similar to this:



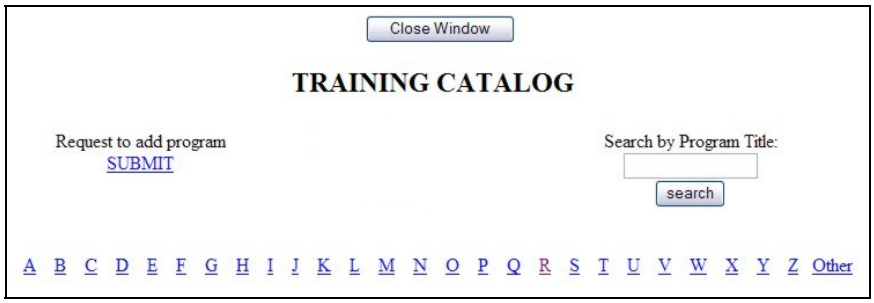
(3) In order to submit a Training Request, the training program must be listed in the Training Catalog. If the program does not exist in the Training Catalog, you have the ability to request that the program be added to the Training Catalog. By clicking the SUBMIT link, the **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:



(a) Once you click the **submit** button, this request will be sent to the System Administrator for approval and inclusion into the Training Catalog. The screen will look similar to this



c. **Training Request**: To submit a Training Request for an Employee, click the Submit link in the Training Request column. This will display the current Training Catalog. The screen will look similar to this:



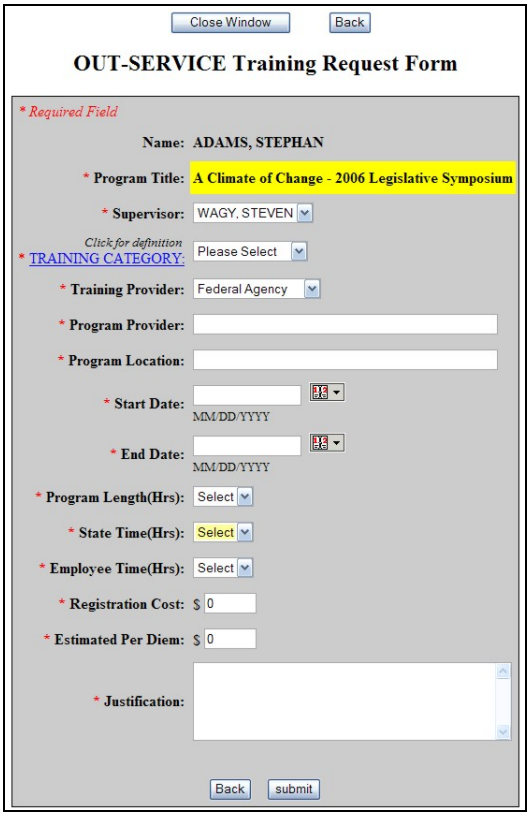
(1) **Training Catalog**: The Training Coordinator can locate a program in the Training Catalog based on a keyword or an A-Z listing. To search by a keyword, type in the keyword and click **search**. The screen will look similar to this:

Training Request	Type	Program Title	Category
Submit	Out-Service	A Climate of Change - 2006 Legislative Symposium	Administration
View Schedule	In-Service	A.L.R.T. - Advanced Watercraft Rescue Training (PWC)	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Annual Lifeguard Program Update Meeting	Aquatic Safety
View Schedule Submit	Both	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Paddleboard Rescue	Aquatic Safety

(a) Click the Program Title link to view the details of the program from the Training Catalog.

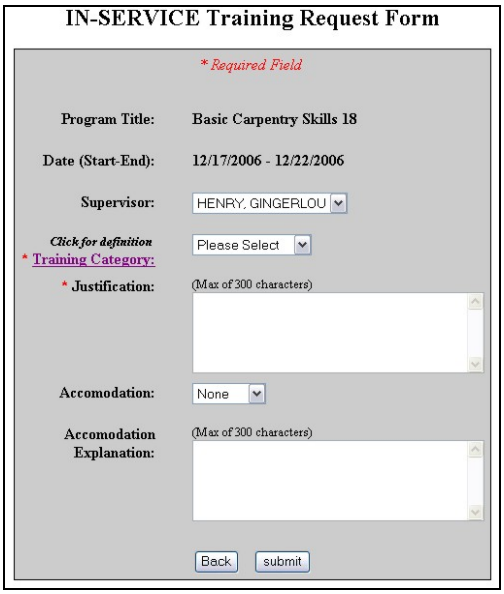
(b) Training Request column.

[1] To complete an Out-Service Training Request click the Submit link, an **Out-Service Training Request** will appear; complete all required fields and **submit**. The screen will look similar to this:



[2] To complete an In-Service Training Request click the View Schedule link, the dates from the current training schedule for the program will appear. If "No Data" is listed, the program has not been scheduled and a Training Request can not be submitted at this time. The screen will look similar to this:

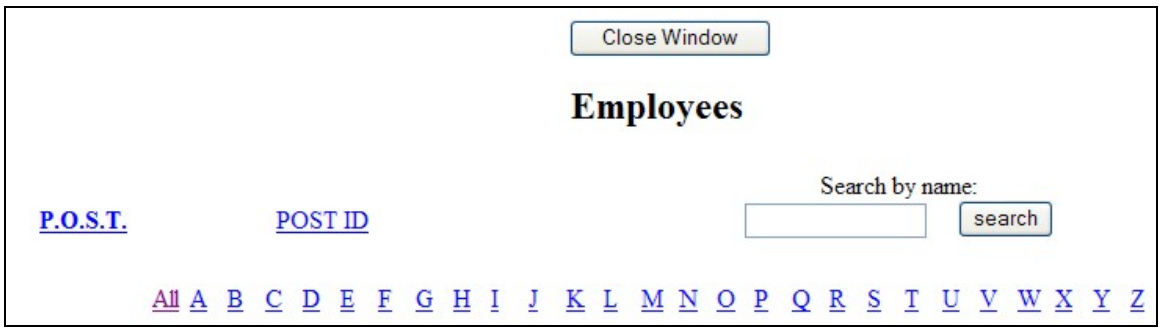
[a] To sign up for the program, click the Program Date link and the **In-Service Training Request Form** will appear. Complete the required fields and click **submit**. The screen will look similar to this:



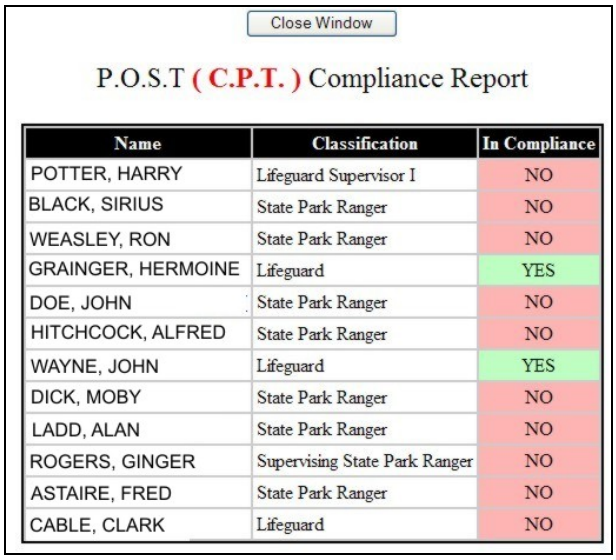
(2) **Request to Add Program**: If the program does not exist in the Training Catalog, the Training Coordinator

has the ability to add the program by clicking the Request to Add Program SUBMIT link.

d. **P.O.S.T. Compliance**: To access the P.O.S.T. Compliance Report, click the Employee link within the drop down menu, a page will appear that will look similar to this:

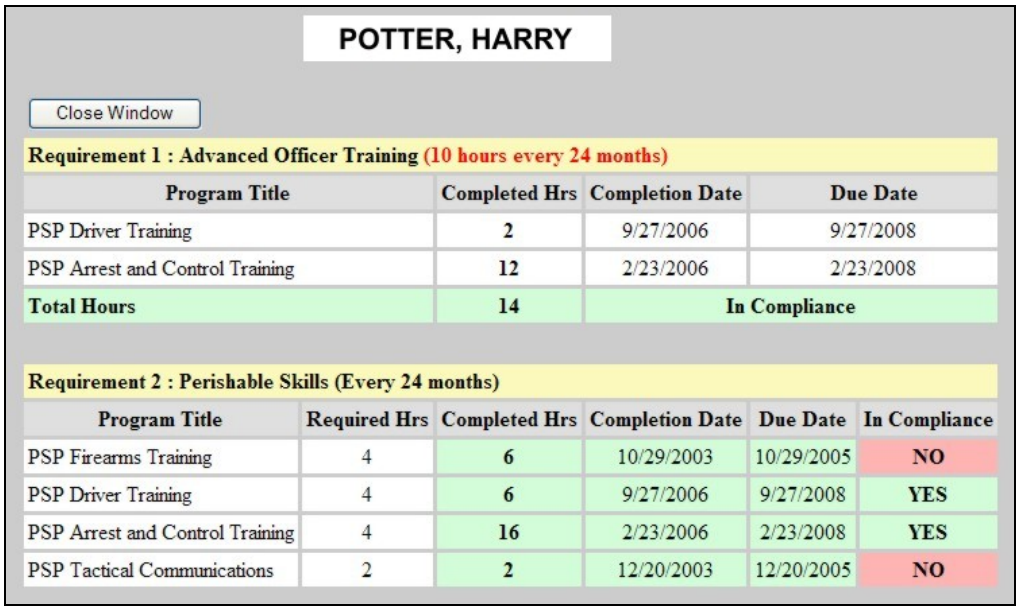


(1) By clicking the P.O.S.T. link, a Compliance Report will appear for all State Park Peace Officers assigned to the Training Group and the status of their P.O.S.T. training. The screen will look similar to this:



Name	Classification	In Compliance
POTTER, HARRY	Lifeguard Supervisor I	NO
BLACK, SIRIUS	State Park Ranger	NO
WEASLEY, RON	State Park Ranger	NO
GRAINGER, HERMOINE	Lifeguard	YES
DOE, JOHN	State Park Ranger	NO
HITCHCOCK, ALFRED	State Park Ranger	NO
WAYNE, JOHN	Lifeguard	YES
DICK, MOBY	State Park Ranger	NO
LADD, ALAN	State Park Ranger	NO
ROGERS, GINGER	Supervising State Park Ranger	NO
ASTAIRE, FRED	State Park Ranger	NO
CABLE, CLARK	Lifeguard	NO

(a) To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:



POTTER, HARRY

Close Window

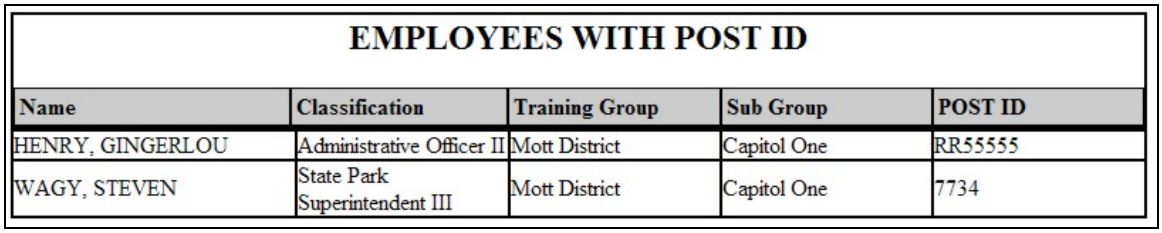
Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date
PSP Driver Training	2	9/27/2006	9/27/2008
PSP Arrest and Control Training	12	2/23/2006	2/23/2008
Total Hours	**14**	**In Compliance**	

Requirement 2 : Perishable Skills (Every 24 months)

Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	6	10/29/2003	10/29/2005	NO
PSP Driver Training	4	6	9/27/2006	9/27/2008	YES
PSP Arrest and Control Training	4	16	2/23/2006	2/23/2008	YES
PSP Tactical Communications	2	2	12/20/2003	12/20/2005	NO

e. **POST ID**: By clicking the POST ID link, a report will appear with all State Park Peace Officers who have listed their POST ID number in their profile. The screen will look similar to this:



EMPLOYEES WITH POST ID

Name	Classification	Training Group	Sub Group	POST ID
HENRY, GINGERLOU	Administrative Officer II	Mott District	Capitol One	RR55555
WAGY, STEVEN	State Park Superintendent III	Mott District	Capitol One	7734

B. **Proxy**: A Training Coordinator has the ability to assign another User to perform their function within the ETMS. A Training Coordinator is allowed only one Proxy at a time.

1. **Activate**: To activate a Proxy, do the following:

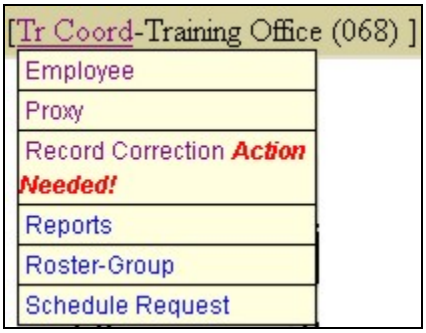
   a. Click the Proxy link in the drop down menu.

   b. Select an Employee from the list and click **add**. This Employee is now the Proxy for your role.

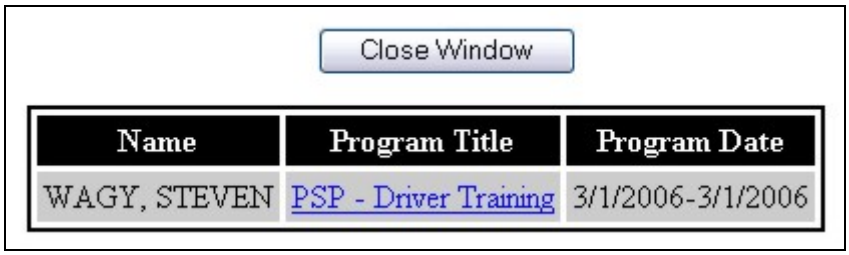
2. **Deactivate**: The Proxy can be deactivated by the Training Coordinator or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.

C. **Record Corrections**: Employees have the ability to request a correction to a program on their Training Record. The Training

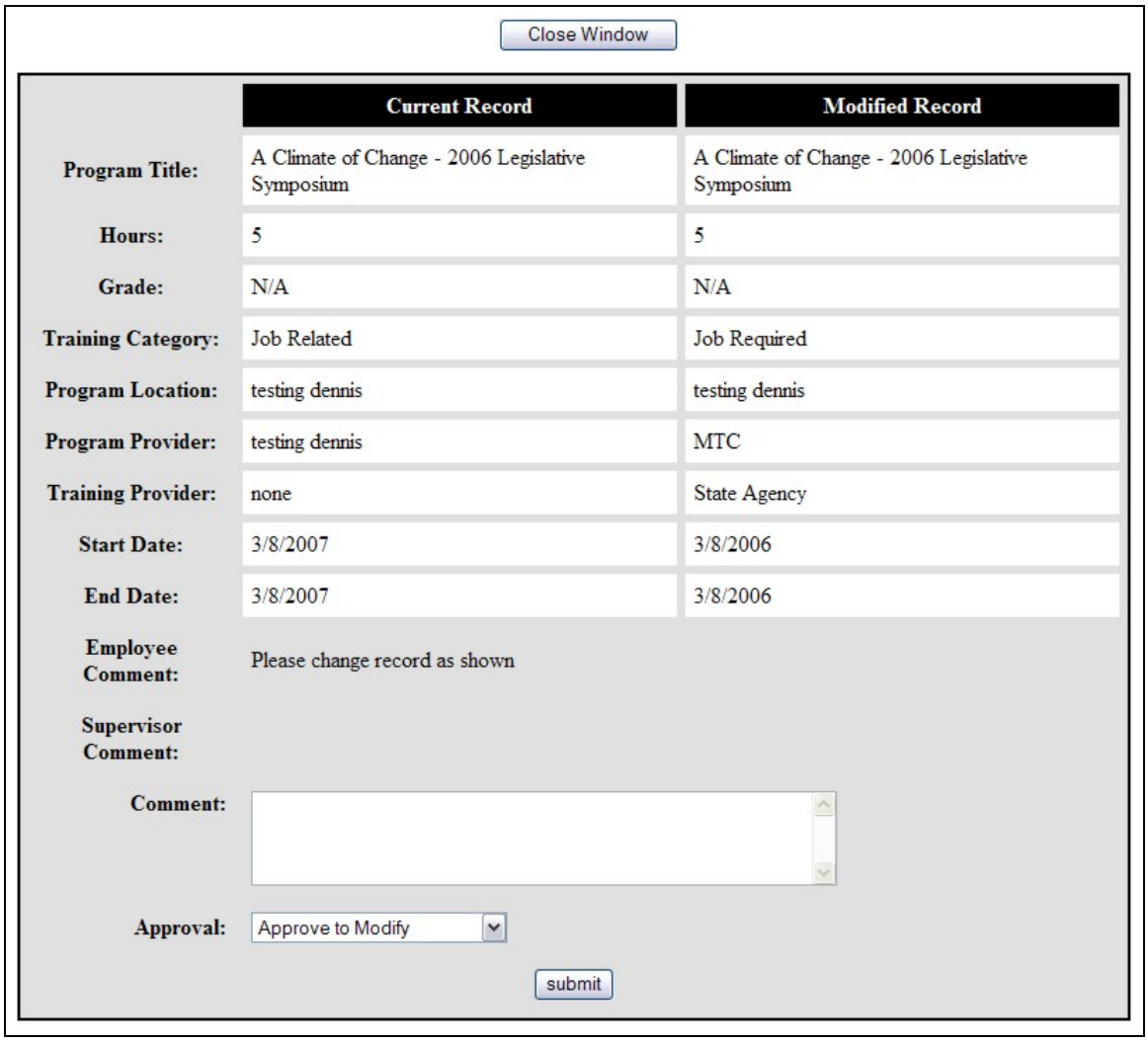
Coordinator will be notified via email of a pending Record Correction request and ***Action Needed!*** will appear under the Record Correction link. The screen will look similar to this:



1. By clicking the Record Correction link within the Training Coordinator drop down menu, a screen will appear that will look similar to this:



   a. **Record Correction**: Click the link under the Program Title column. The screen will look similar to this:



(1) **Current Record**: Displays the current Training Record.

(2) **Modified Record**: Displays the changes requested.

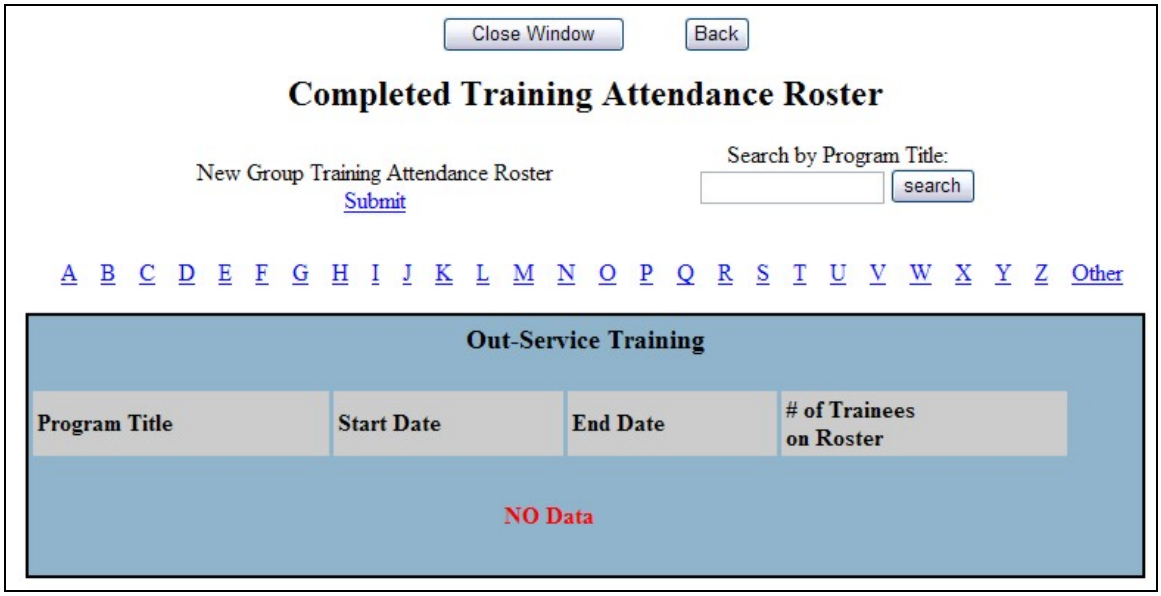
(3) **Comments**: Displays the comments provided by the Employee and Supervisor.

(4) **Action**: The Training Coordinator can take the following approval action as well as providing a comment.
   (a) **Approve to Modify**: This will modify the record with the new changes.
   (b) **Approve to Delete Record**: This will delete the record from the Employee's Training Records.
   (c) **Disapproved**: Training Record will remain the same.

D. **Reports**: By clicking the Reports link within the Training Coordinator drop down menu, a screen will appear with several standard reports. The screen will look similar to this:

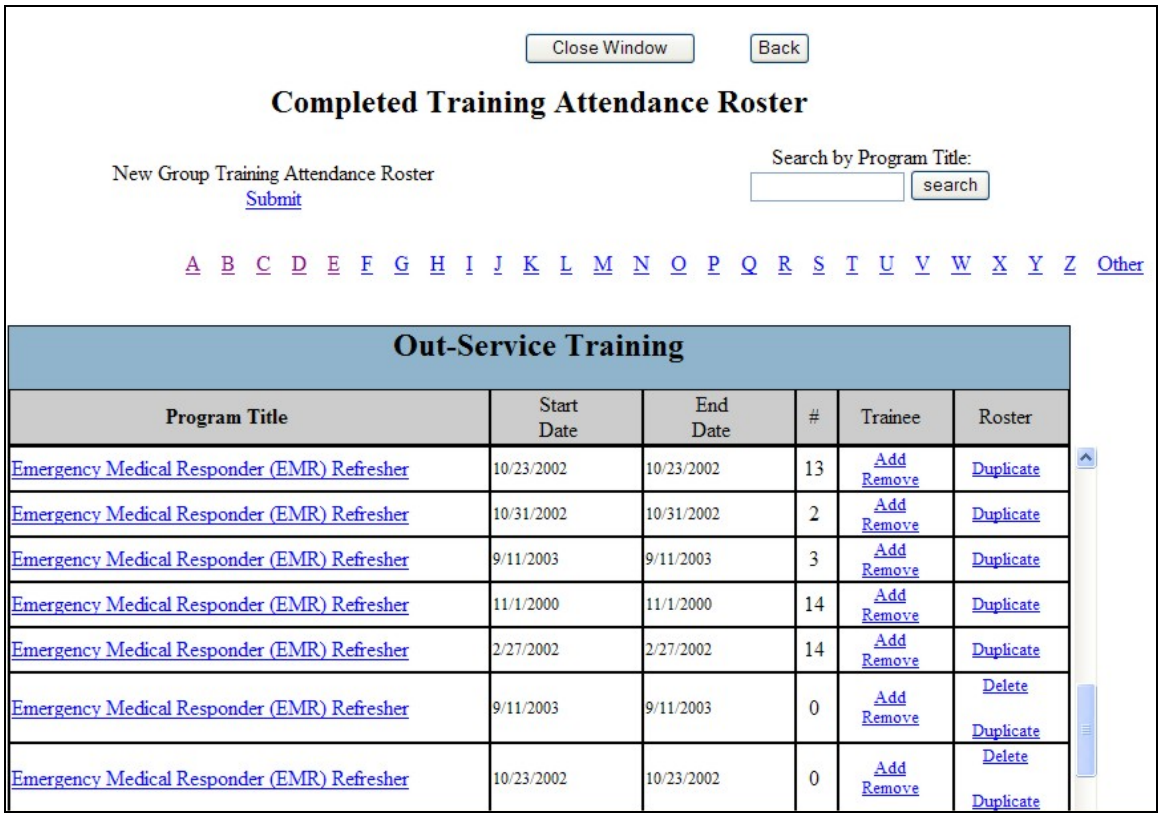
1. **Review Reports**: Click the report you want to view and complete the required fields and submit.

E. **Roster-Group**: To manage a Group Training Attendance Roster for a program, click the Roster-Group link. The screen will look similar to this:



1. **Completed Training Attendance Roster**: To access your Completed Training Attendance Roster, type in the keyword of the

Program Title and click search or locate the program through the A-Z listing. The screen will look similar to this:



a. **Program Title**: Click the Program Title link to view description from the Training Catalog.

b. **Start/End Date**: Start/End date of the Program.

c. **# of Trainees on Roster**: Shows the number of Trainees who completed the program.

d. **Trainee**: By clicking the Add/Remove link, the Training Coordinator can remove or add additional Trainees and Instructors to the Roster.

e. **Roster**:

(1) **Delete**: The Training Coordinator can delete a program roster by clicking the Delete link in the Roster column.

(2) **Duplicate**: By clicking the Duplicate link in the Roster column, the Training Coordinator can duplicate a program roster and modified all data fields. The screen will look similar to this:

Close Window Back

Training Attendance Roster Duplication

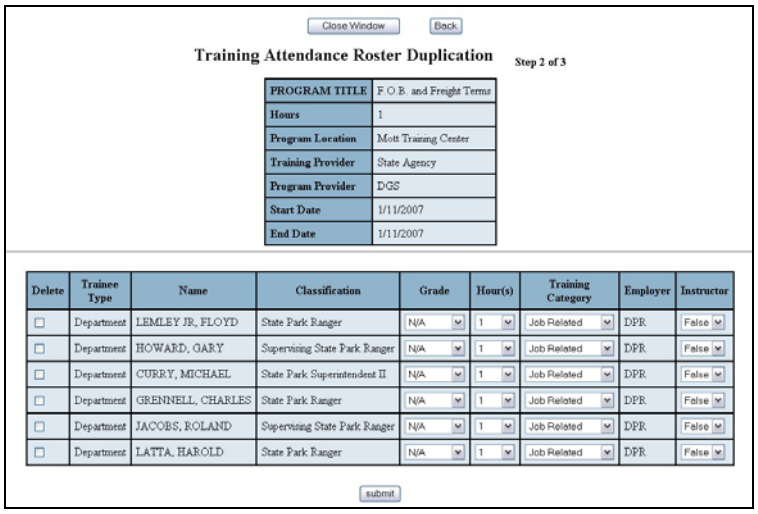
Step 1 of 3

PROGRAM TITLE	ETMS Training
Hours	1
Program Location	Mott Training Center
Training Provider	Federal Agency
Program Provider	DPR
Start Date	1/10/2007 MM/DD/YYYY
End Date	1/10/2007 MM/DD/YYYY

submit

NAME	TRAINEE TYPE	GRADE	INSTRUCTOR
LEMLEY JR, FLOYD	Department	N/A	False
HOWARD, GARY	Department	N/A	False
CURRY, MICHAEL	Department	N/A	False
GRENNELL, CHARLES	Department	N/A	False
JACOBS, ROLAND	Department	N/A	False
LATTA, HAROLD	Department	N/A	False

(a) Modify the required program fields and **submit**. The screen will look similar to this:



Close Window Back

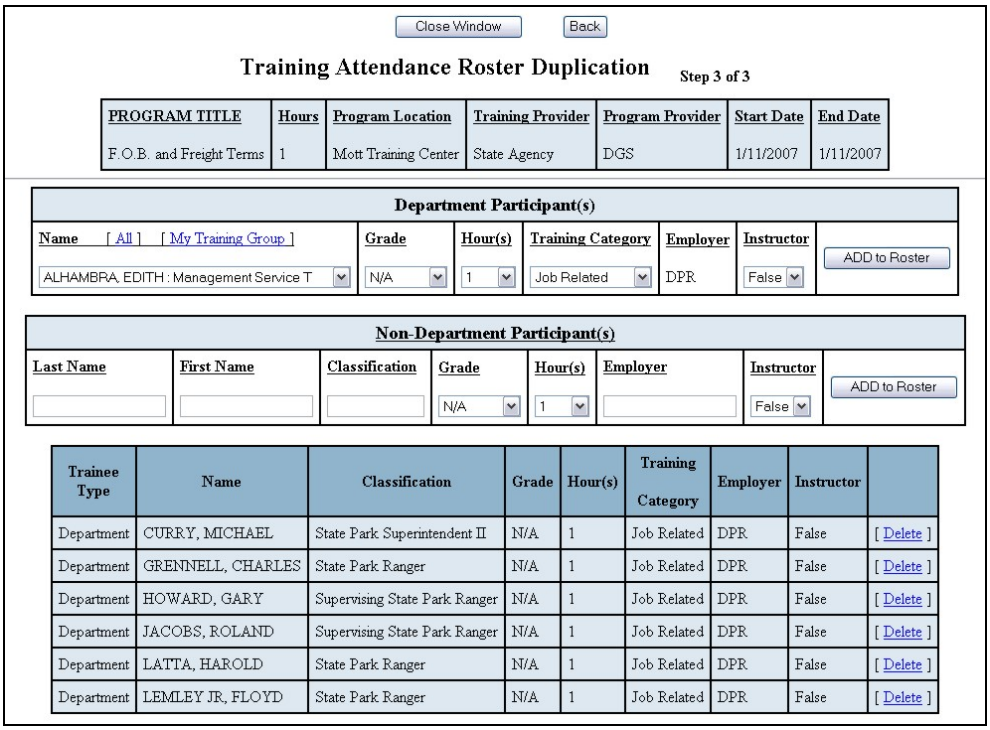
Training Attendance Roster Duplication Step 2 of 3

PROGRAM TITLE	F.O.B. and Freight Terms
Hours	1
Program Location	Mott Training Center
Training Provider	State Agency
Program Provider	DGS
Start Date	1/11/2007
End Date	1/11/2007

Delete	Trainee Type	Name	Classification	Grade	Hour(s)	Training Category	Employer	Instructor
☐	Department	LEMLEY JR, FLOYD	State Park Ranger	N/A	1	Job Related	DPR	False
☐	Department	HOWARD, GARY	Supervising State Park Ranger	N/A	1	Job Related	DPR	False
☐	Department	CURRY, MICHAEL	State Park Superintendent II	N/A	1	Job Related	DPR	False
☐	Department	GRENNELL, CHARLES	State Park Ranger	N/A	1	Job Related	DPR	False
☐	Department	JACOBS, ROLAND	Supervising State Park Ranger	N/A	1	Job Related	DPR	False
☐	Department	LATTA, HAROLD	State Park Ranger	N/A	1	Job Related	DPR	False

submit

(b) Modify the following columns as required to fit your new program: Delete, Grade, Hour(s), Training Category, and Instructor and **submit**. The screen will look similar to this:



Close Window | Back

Training Attendance Roster Duplication Step 3 of 3

PROGRAM TITLE	Hours	Program Location	Training Provider	Program Provider	Start Date	End Date
F.O.B. and Freight Terms	1	Mott Training Center	State Agency	DGS	1/11/2007	1/11/2007

Department Participant(s)

Name [All] [My Training Group]	Grade	Hour(s)	Training Category	Employer	Instructor	
ALHAMBRA, EDITH : Management Service T	N/A	1	Job Related	DPR	False	ADD to Roster

Non-Department Participant(s)

Last Name	First Name	Classification	Grade	Hour(s)	Employer	Instructor	
			N/A	1		False	ADD to Roster

Trainee Type	Name	Classification	Grade	Hour(s)	Training Category	Employer	Instructor	
Department	CURRY, MICHAEL	State Park Superintendent II	N/A	1	Job Related	DPR	False	[Delete]
Department	GRENNELL, CHARLES	State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	HOWARD, GARY	Supervising State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	JACOBS, ROLAND	Supervising State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	LATTA, HAROLD	State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	LEMLEY JR, FLOYD	State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]

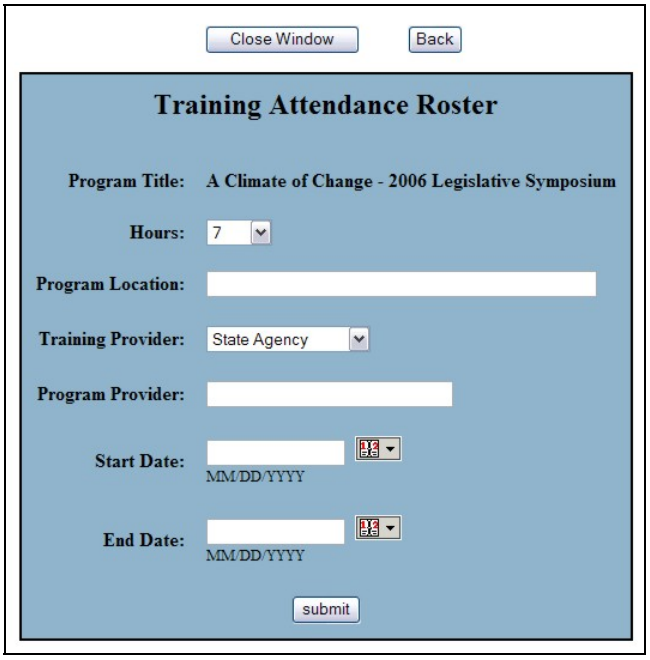
(c) Add additional Department/Non-Department Participants/Instructors and click ADD to Roster link or if no modifications are required, close window.

NOTE: If you need to correct a program roster that you submitted in error, do the following: duplicate the roster with the correct information, click the Add/Remove link, and highlight all the Employees on the roster and click **Remove**. The program has now been removed from the Employee's Training Record. You can now delete the program roster.

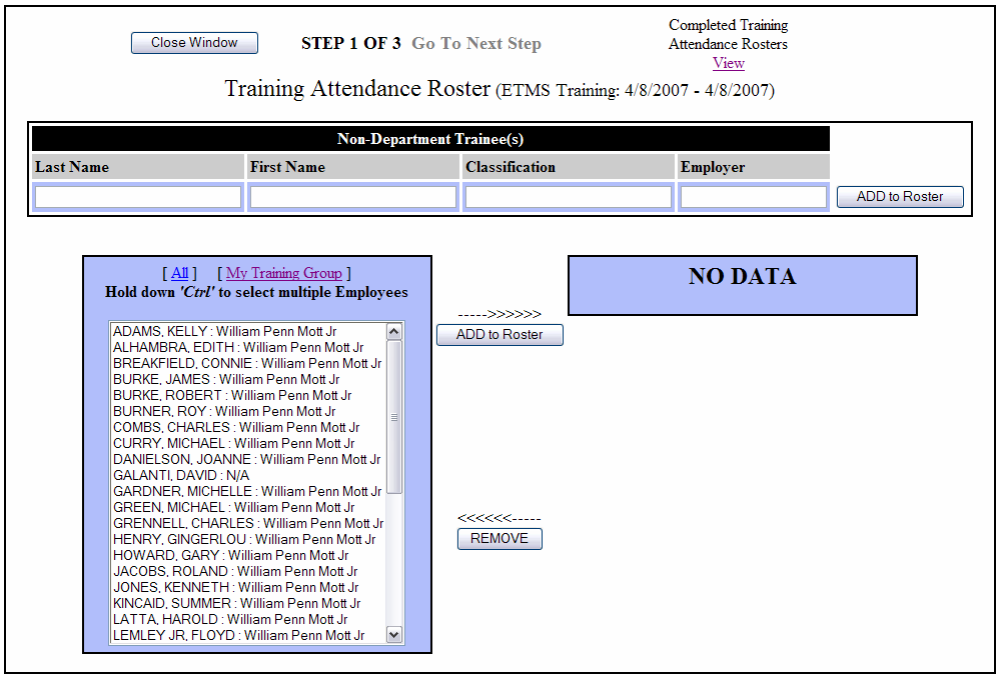
2. **New Group Training Attendance Roster**: To submit a New Group Training Attendance Roster, click Submit link. Locate the program by the A-Z listing or the search function. The screen will look similar to this:

a. If the program is not listed, you will need to submit a request to add the program to the Training Catalog.

b. **Training Attendance Roster**: Click the Program Title link to complete the details of the Training Attendance Roster. The screen will look similar to this:



(1) Complete all required fields and **submit**. The screen will look similar to this:

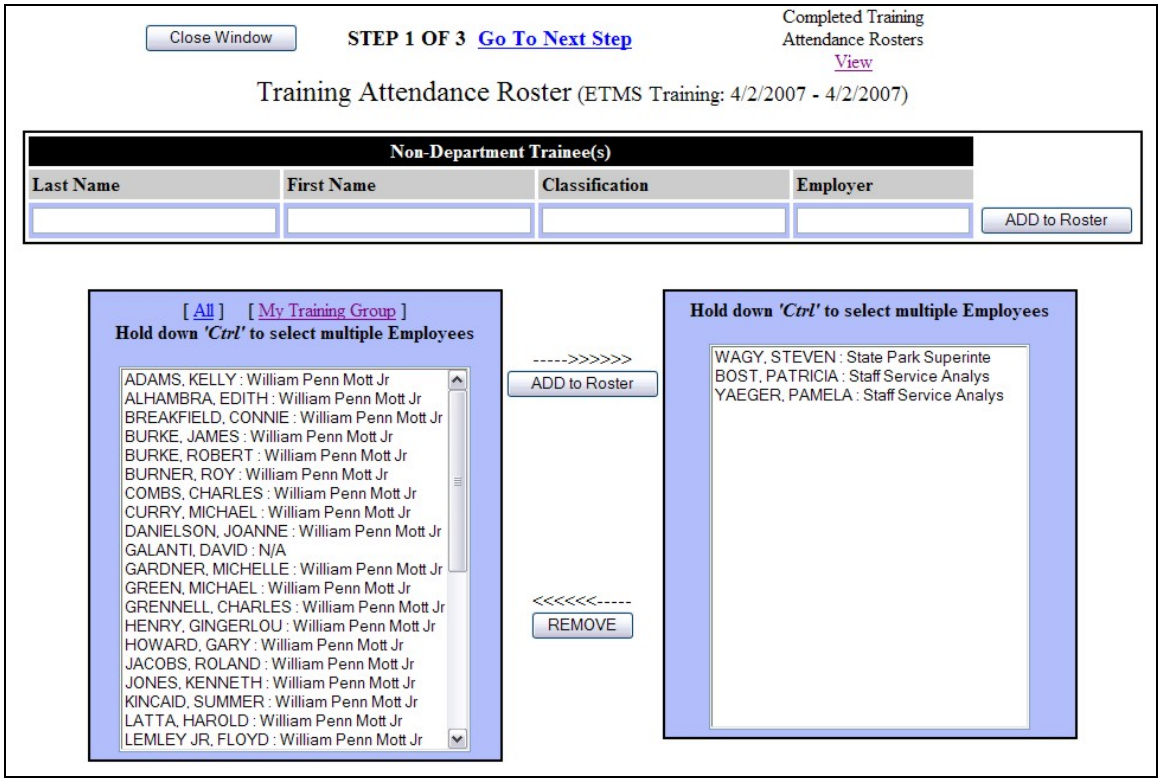


NOTE: The listing will default to the Employees in your Training Group. To view all Department Employees click the All link.

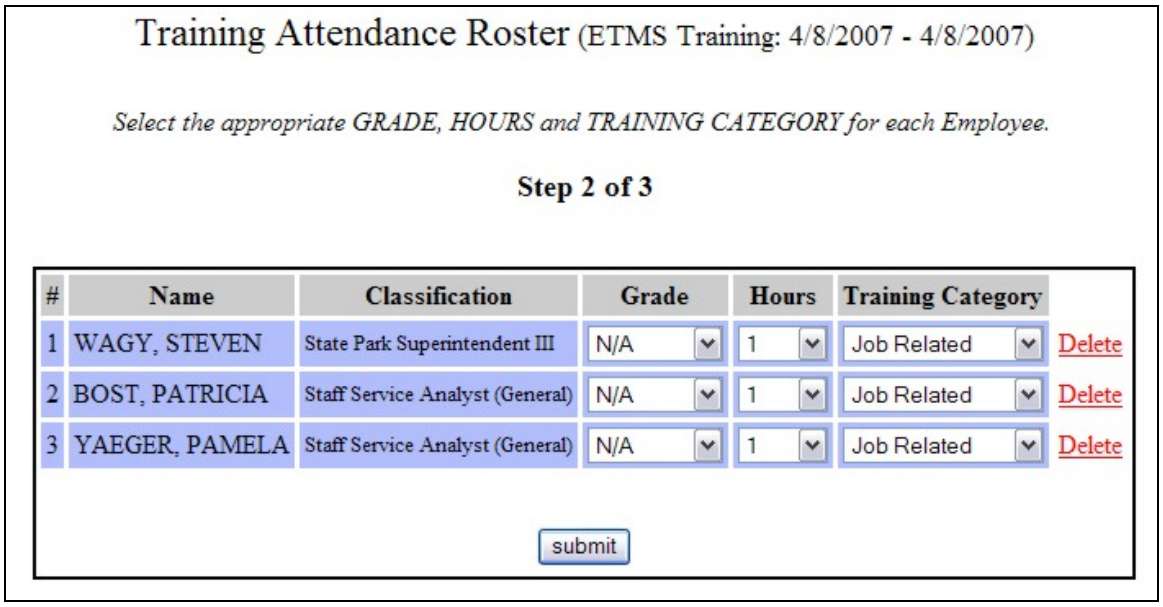
c. **Completion of the Training Attendance Roster**:

(1) **Step 1 – Employees**: Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

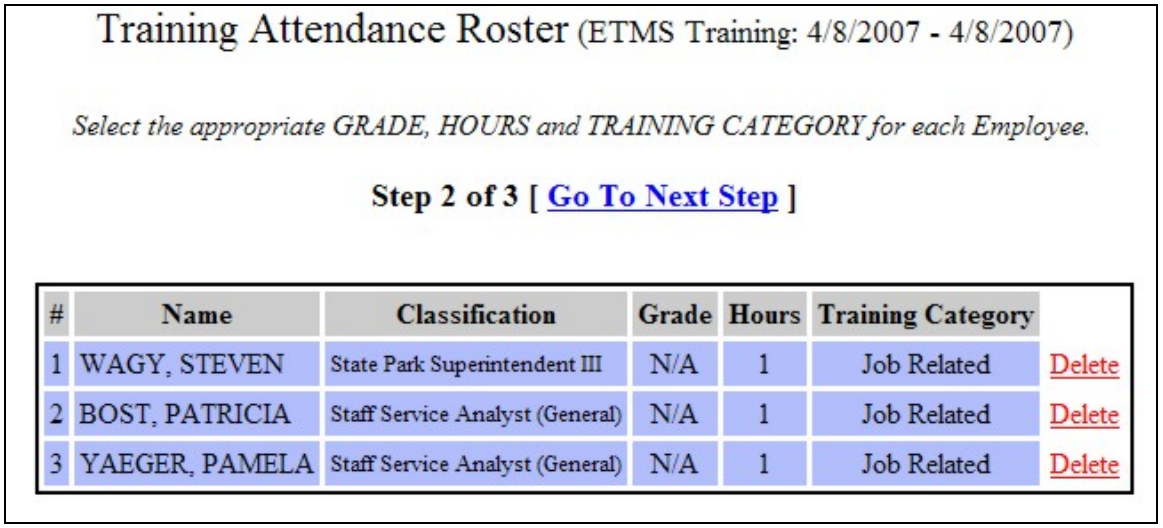
NOTE: Use the control key to select more than one employee at a time.



(a) Once all of the Employees who have attended the training are added, click the Go to Next Step link to complete grade, hours and training category. The screen will look similar to this:

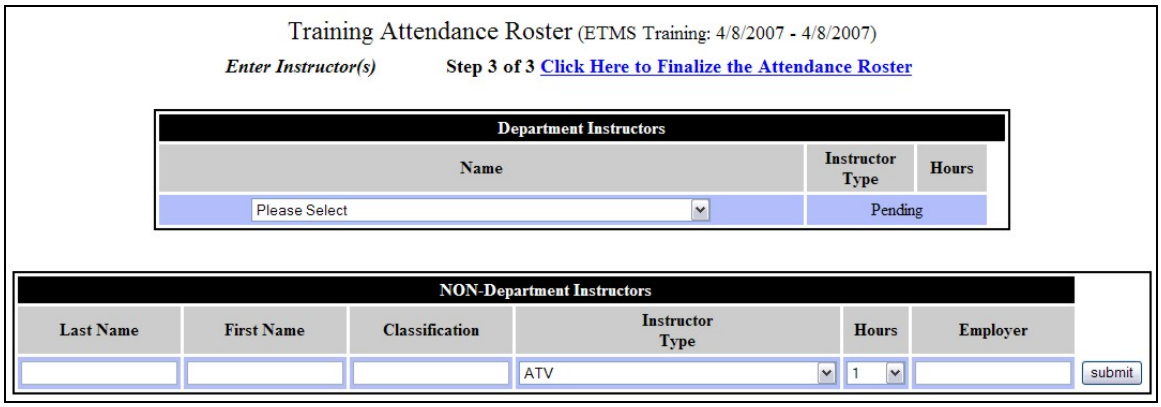


(2) **Step 2 – Grade, Hours and Training Category**: From the drop down menus select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:



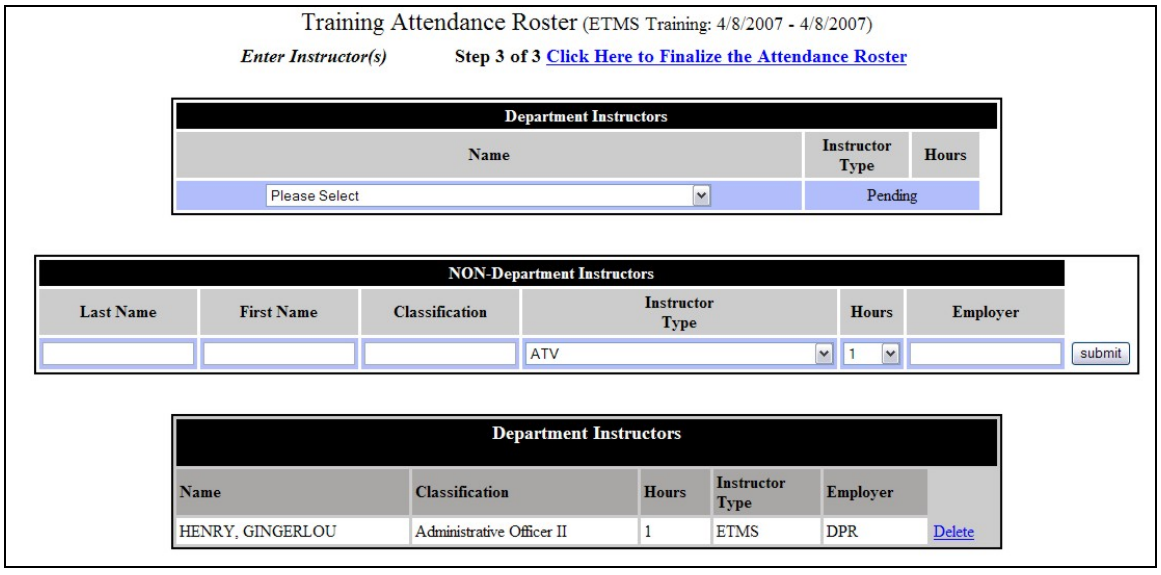
NOTE: Depending on your Internet browser you may need to repeat this step until all of the drop downs (Grades, Hours and Training Category) are gone.

(a) Click the [Go to Next Step] link to select the Instructors and hours taught. The screen will look similar to this:

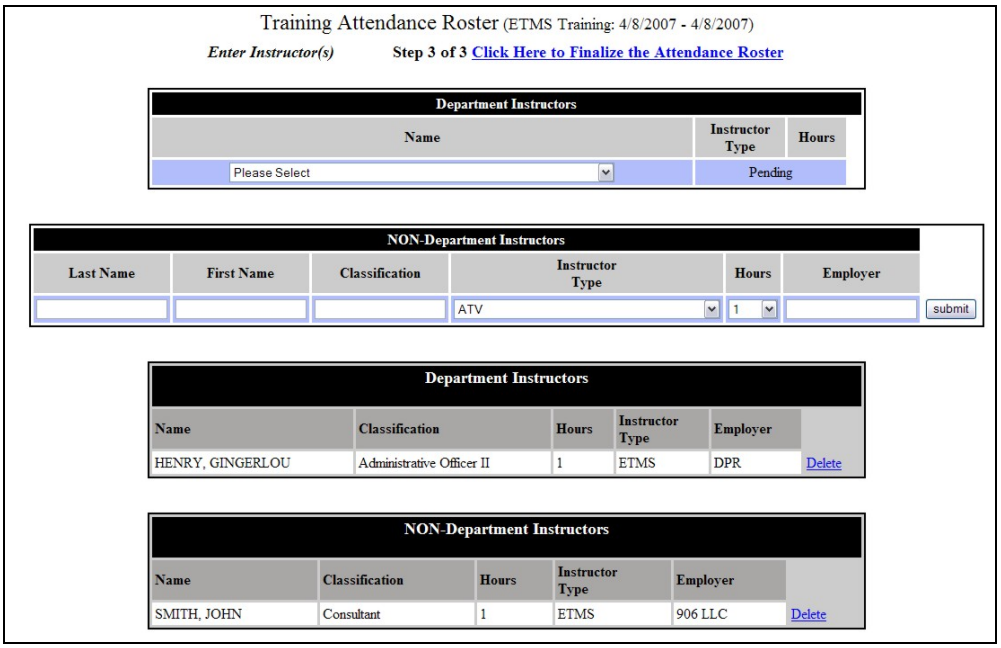


NOTE: To finalize the roster without adding instructors, click the link Click Here to Finalize the Attendance Roster.

(3) **Step 3 - Department Instructors**: (1) Select a Department Instructor from the drop down menu, (2) wait for Instructor Type to appear in the drop down menu, (3) select Instructor Type and Hours, and (4) **submit**. Repeat the process to add additional Department Instructors. The screen will look similar to this:



(a) To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:



Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Enter Instructor(s) **Step 3 of 3** Click Here to Finalize the Attendance Roster

Department Instructors

Name	Instructor Type	Hours
Please Select	Pending	

NON-Department Instructors

Last Name	First Name	Classification	Instructor Type	Hours	Employer	
			ATV	1		submit

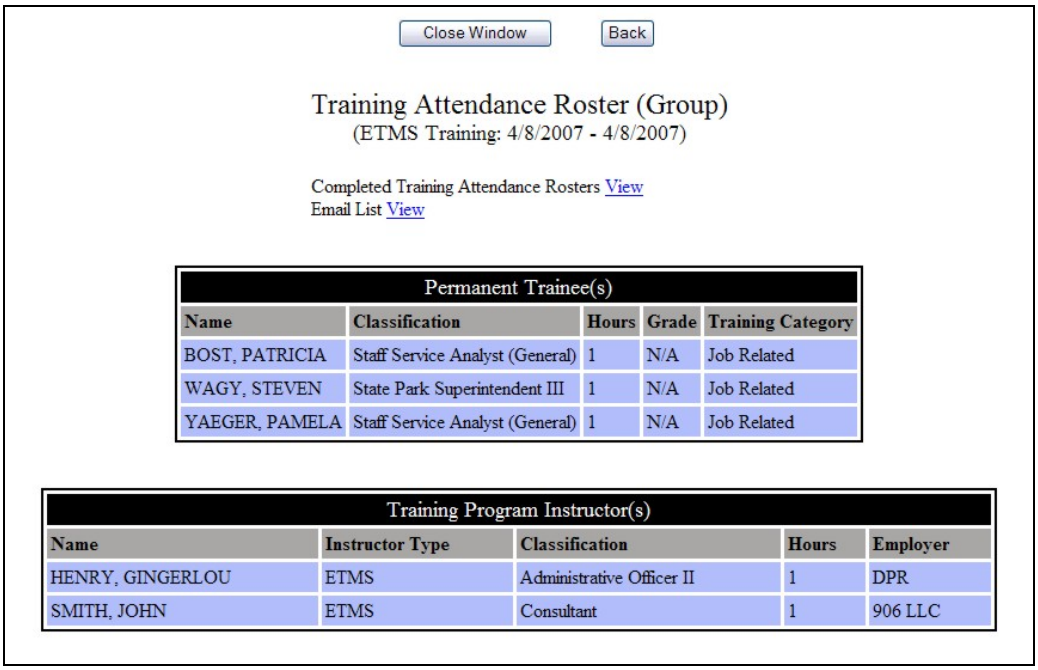
Department Instructors

Name	Classification	Hours	Instructor Type	Employer	
HENRY, GINGERLOU	Administrative Officer II	1	ETMS	DPR	Delete

NON-Department Instructors

Name	Classification	Hours	Instructor Type	Employer	
SMITH, JOHN	Consultant	1	ETMS	906 LLC	Delete

(4) **Step 4 – Finalize Roster**: Click the link Click Here to Finalize the Attendance Roster to view the finalized roster. The screen will look similar to this:



Close Window Back

Training Attendance Roster (Group)
(ETMS Training: 4/8/2007 - 4/8/2007)

Completed Training Attendance Rosters View
Email List View

Permanent Trainee(s)

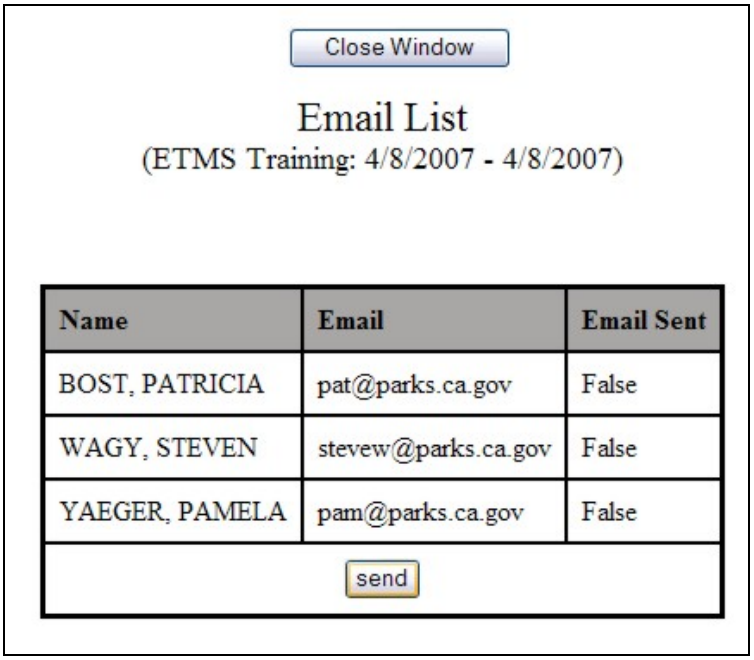
Name	Classification	Hours	Grade	Training Category
BOST, PATRICIA	Staff Service Analyst (General)	1	N/A	Job Related
WAGY, STEVEN	State Park Superintendent III	1	N/A	Job Related
YAEGER, PAMELA	Staff Service Analyst (General)	1	N/A	Job Related

Training Program Instructor(s)

Name	Instructor Type	Classification	Hours	Employer
HENRY, GINGERLOU	ETMS	Administrative Officer II	1	DPR
SMITH, JOHN	ETMS	Consultant	1	906 LLC

(a) **Email List**: Click the View link to review the Email Address of all the Employees who completed the program. By clicking **send**, the Employee and their Supervisor will be notified that the program has been added to their training record. If

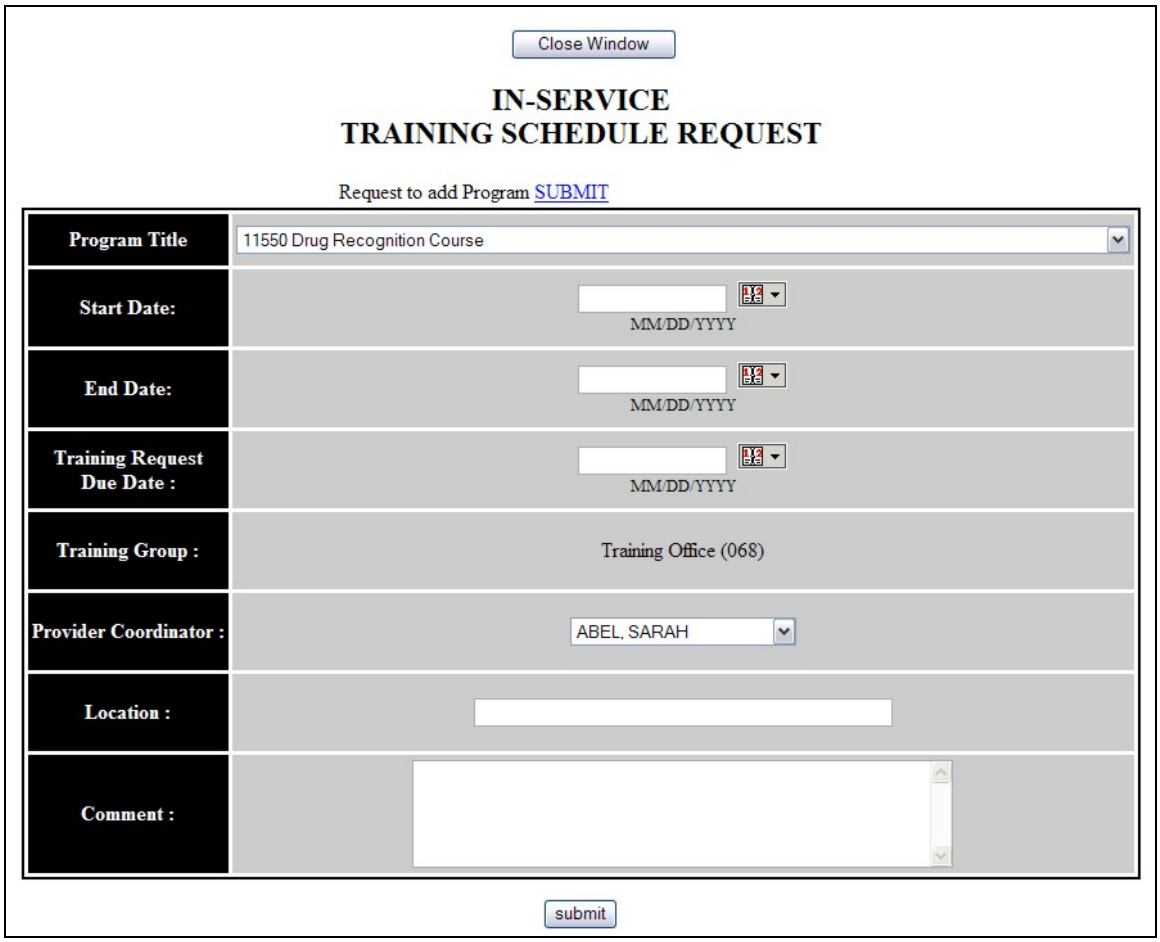
additional Employees are added to the roster, the email will be sent only to those Employees. The screen will look similar to this:



(b) **Completed Training Attendance Rosters**: Click the View link to return to your listing of Completed Training Attendance Rosters.

F. **Schedule Request**: This will allow the Training Coordinator to request that a Training Program held by their Training Group be listed on the Training Schedule. Employees from other Training Groups will be able to submit an In-Service Training Request to attend that program.

1. **Training Schedule**: To submit a Training Schedule Request, click the Schedule Request link within the drop down menu. The screen will look similar to this:



a. Complete all required fields and **submit**.

NOTE: In the Comment field include all pertinent information that is required for an Employee to attend the program such as location, program agenda, and required equipment, etc. An email from the System Administrator will be sent to the Program Coordinator when the program is added to the schedule. Then the Program Coordinator will be assigned the Training Specialist role. See Training Specialist Help File. Once the program has been added to the schedule, contact the System Administrator to modify the program.

II. TRAINING REQUEST MANAGEMENT: To manage all Out-Service Training Requests for the Employees in the Training Group, a task bar called TC(Training Office (068)):IN-OUT(0) is located on their Home Page. There are two links that allow the Training Coordinator access to both In-Service and Out-Service Training Requests.

A. **In-Service Training Request**: By clicking the IN link, the Training Coordinator can view the status of all In-Service Training Requests for

Employees within the Training Group. The screen will look similar to this:

Home Back

Training Request Management (TRAINING COORDINATOR)

Pending Approved Not Approved By Name: ADAMS, STEPHAN Search

Page : 1

In-Service Training

	Submit Date	Name	Classification	Program	Program Date	Sup. App.	SGM App.	MG App.	TS App.	Rank
Detail	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	ETMS Version 3 Orientation - test dy	12/5/2007 - 12/5/2007	Approved	Approved	Approved	Pending	5
Detail	9/24/2007	GREEN ,MICHAEL	State Park Interpreter III	Introduction to California State Parks - 100	10/9/2007 - 10/12/2007	N/A	N/A	Approved	Pending	1
Detail	9/24/2007	GARDNER ,MICHELLE	State Park Superintendent I	Administrative Workshop - Test v 3	12/25/2007 - 1/1/2008	N/A	Approved	Approved	Pending	1

NOTE: The link defaults to the Pending In-Service Training Request.

1. Pending: This link displays a listing of all Training Requests that are pending action.

2. Approved: This link displays a listing of all Training Requests that have been approved.

3. Not Approved: This link displays a listing of all Training Request that have not been approved.

4. Detail: This link displays the details of the Training Request.

5. **Search by Employee Name**: The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the Search link.

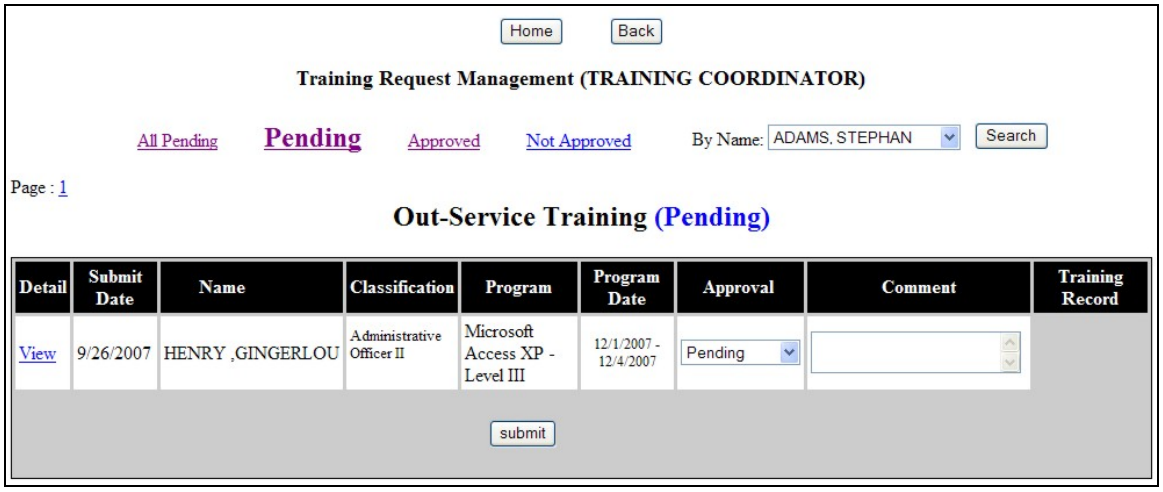
6. **Page**: Each page displays nine records at a time. To view additional records click the page # link(s).

B. **Out–Service Training Request**: By clicking the link, the Training Coordinator can view a listing of all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

NOTE: The link defaults to the Pending Out-Service Training Request.

1. All Pending: Displays a listing of all Out-Service Training Requests for the Training Group that is pending at any stage in the process, i.e. Supervisor, Sub-Group Manager, Manager and Training Coordinator.

2. Pending: Displays a listing of all Training requests that are pending approval action by the Training Coordinator. The screen will look similar to this:



a. **Detail**: Click the View link in the Detail column to display the details of the Employee Training Request.
b. **Approval Action**: From the drop down menu in the Approval column, the Training Coordinator can Approve or Not Approve the Training Request. If Not Approve is selected, the Training Coordinator must provide a comment.

c. **Submit**: An email is sent to the Employee and Supervisor notifying them of approval action.

3. Approved: This link displays a listing of all Training Requests that have been approved by the Training Coordinator. The Training Coordinator can also submit a program to be added to the Employee's Training Record. The screen will look similar to this:

Home Back

Training Request Management (TRAINING COORDINATOR)

All Pending Pending **Approved** Not Approved By Name: ADAMS, STEPHAN Search

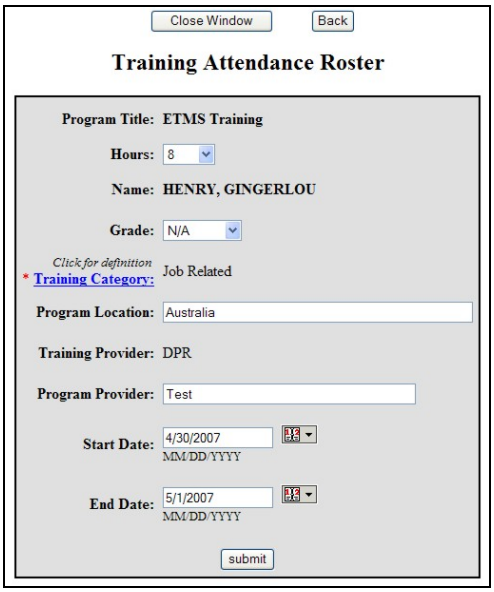
Page : 1 2 3 4 5 6 7 8 9

Out-Service Training (Approved)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment	Training Record
View	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	Team Building	9/26/2007 - 9/26/2007	Approved		
View	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	Back Injury Prevention	9/24/2007 - 9/24/2007	Approved		
View	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	Radar Operator	9/25/2007 - 9/25/2007	Approved		Submit
View	9/25/2007	GREEN ,MICHAEL	State Park Interpreter III	K-9 Patrol	8/20/2007 - 8/20/2007	Approved	No Data	Submit

a. **Detail**
   (1) **View**: Click the View link to view the details of the Training Request.

b. **Training Record**: Once the Training Coordinator has certified that the Employee has completed the Program, click the Submit link to add the program to the Employee's Training Record. The screen will look similar to this:



(1) Review the program information, edit as required and click **submit**. The program has now been added to the Employee's Training Record.

4. Not Approved: This link displays a listing of all Training Request that have not been approved by the Training Coordinator.

5. **Search by Employee Name**: The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the Search link.

6. **Page**: Each page displays nine records at a time. To view additional records click the page # link(s).